TO:	MAIL STOP	FROM:	MAIL STOP
/		/	
	PHONE NO		PHONE NO.

TECHNICAL ANALYSIS OF COST PROPOSAL

A technical analysis of both the qualitative and quantitative aspects of the cost proposal is required prior to beginning negotiation of this proposal. The qualitative portion of your evaluation needs to be addressed in memorandum form. The quantitative portion of your evaluation can be accomplished using the NASA C-266 on the reverse. Guidance on performing the required evaluations may be found at http://ec.msfc.nasa.gov/hq/library/price.htm.

If you have any questions or need additional information to perform your evaluation, contact the Contract Specialist working on your procurement as soon as possible.

For purposes of this evaluation, options are evaluated separately from the basic work, although in the same manner and with the same level of detail as the evaluation of basic work. Large subcontracts, for which a cost breakdown has been provided, also require a separate qualitative and quantitative analysis.

QUALITATIVE EVALUATION

The qualitative evaluation generally examines whether or not the proposed technical approach accurately reflects a reasonable and logical interpretation of the required work. In the event additions or deletions to the proposal are identified which would maximize program cost effectiveness, they should be clearly identified early in the process to the contract specialist so that a revised proposal can be obtained. The following are the types of questions that need to be answered for this portion of the evaluation.

1. Has the offeror proposed to perform the same work as specified in the SOW? Will the work plan proposed ensure the satisfactory completion of the work? Is there any evidence of omitted or duplicative work proposed?

2. Are the schedules proposed realistic and practical for the effort given projected workload and other conditions of the offeror during the scheduled period.

3. Are the types and relative quantities of direct labor proposed of the appropriate skill level and mix for the work?

4. Are the materials, equipment, special tooling, computer time and facilities proposed both necessary and of the appropriate quality for the work?

5. Are the subcontracts proposed necessary to accomplish the work? Was the method used to select their subcontracts appropriate to the work?

QUANTITATIVE EVALUATION

The quantitative evaluation specifically examines the amount of effort, material and other direct costs proposed and whether or not they are necessary for the accomplishment of the work. The following are the types of questions that need to be answered for this portion of your evaluation. The rationale used to answer these questions must also be provided either in the "reference" column of the form or in the accompanying memo. This is true even if you accept this offer as proposed.

1. Are the type of labor and the number of hours proposed for each task reasonable to accomplish the effort and why?

2. Are the types, quantities and price, if applicable, of direct material proposed appropriate for the work and why? Do historical records exist to help verify the material amounts?

3. Are the duration and destinations of the trips proposed appropriate to accomplish the work and why?

4. Are the types, amounts and charges, if applicable, computer time proposed reasonable and why?

5. Are the types, quantities and charges, if applicable, "Other Direct Costs" reasonable and appropriate and why?

TECHNICAL ANALYSIS OF COST PROPOSAL

DATE REQUESTED

INSTRUCTIONS

Please evaluate the cost proposal according to the areas marked below. Send _____ copies of your Evaluation no later than _____ days after date requested.

CONTRACTOR *(Name)*	AMOUNT OF PROPOSAL	SOLICITATION NUMBER

TECHNICAL ANALYSIS SUMMARY

WORK DESCRIPTION *(Total program or task)*

ARE SUFFICIENT FUNDS AVAILABLE FOR TOTAL PROPOSED EFFORT? ☐ YES ☐ NO

IF NOT, ☐ ADDITIONAL FUNDS WILL BE PROVIDED

☐ PROGRAM SCOPE WILL BE REDUCED TO AVAILABLE FUNDING AS REFLECTED IN ATTACHED REPORT

COST ELEMENT	PROPOSED	RECOMMENDED		RATIONALE (or reference memo as needed)
		MINIMUM	OBJECTIVE	
LABOR:				
MATERIAL:				
TRAVEL:				
COMPUTER:				
OTHER *(Specify)***:**				

CONTRACT EVALUATOR *(Signature)*	PROJECT ENGINEER *(Signature)*	DATE
TECHNICAL SUPERVISOR *(Signature) (Optional)*	ORGANIZATION CODE	DATE